

## STUDENT POSITION DESCRIPTION

Position Title:

### Volunteer Orientation Adventure Trip Leader



#### I. DEPARTMENT/OFFICE INFORMATION

- a. **Department/Office Name:** Campus Life, Orientation Programs
- b. **Department/Office Location:** Gold Student Center 200
- c. **Supervisor Name and Title:** Alayna Session-Goins, Assistant Dean of Campus Life
- d. **Website:** [www.pitzer.edu/newstudentorientation](http://www.pitzer.edu/newstudentorientation)
- e. **Department/Office Description**  
Orientation Adventure (OA) is the off-campus component of the New Student Orientation (NSO) program at Pitzer College, with the goal of fostering the development of meaningful relationships between new and returning students.

#### II. POSITION KEY DATES

- a. **Date Description Last Updated:** 4/16/2020
- b. **Position Key Dates:**
  - **Late Spring (TBD)** - OA Trip Meeting with OA Trip Co-Leaders & Coordinator via Zoom
  - **On-Campus Move-In (WFA course participants only):** Wednesday August 12, 9am-5pm
  - **Wilderness First Aid Training (WFA course participants only):** Thursday August 13 & Friday August 14, 2020, 8am-5pm at Pomona College
  - **On-Campus Move-In:** Sunday August 16, 9am-5pm
  - **OA Trip Leader Training:**
    - Monday, August 17: 9am – 5pm with an hour lunch break
      - New Leaders Only - CPR/First Aid & Teal Dot Training
      - Returners Only – OA Training Session Preparations & Itinerary Review
    - Tuesday, August 18 - Friday, August 21, 9am – 5pm with an hour lunch break
  - **New Student Move-in:** Saturday, August 22, 7am - 3pm with a mid-day break
  - **OA Trip Preparations:** Sunday, August 23, 12pm – 8pm with a dinner break
    - **OA Trips:** Monday, August 24 - Thursday, August 27, departing times vary; trips return by 2pm on August 27
    - **OA Wrap-Up & Group Facilitations:** Friday, August 28<sup>th</sup>, 9am-12pm and 7pm-9pm, Saturday, August 29<sup>th</sup>, 7pm-9pm, Sunday August 30<sup>th</sup>, 5pm-7pm

#### III. POSITION ESSENTIAL FUNCTIONS AND QUALIFICATIONS

- a. **Position Overview**

In this volunteer position, the Orientation Adventure Trip Leaders play an active supporting new students in their transition to Pitzer, assisting with the implementation of the NSO program, and providing perspective on college life at Pitzer centered on Pitzer's core values. OA Trip Leaders spend four days leading off-campus excursions in the greater Southern California area with 10-14 new students, fostering the development of meaningful relationships between new and returning students. Once back on campus, OA Trip Leaders lead their new students through dialogues about: sexual assault and dating violence, alcohol and substance use, and adjusting to campus life.
- b. **Essential Functions**
  - Help the OA Coordinators set the vision for the trip activities and logistics

- Participate fully in the OA Trip Leader training program in advance of the arrival of new students to Pitzer
- Assist with new student move-in day
- Facilitate pre-trip meetings and tasks in advance of the OA trip departures
- Build relationships and provide support to OA participants
- As a team, use each OA Trip Leader's individual strengths and training to successfully execute an OA trip
- Facilitate a safe, welcoming and enjoyable experience for OA participants
- Appropriately represent Pitzer and the Office of Student Affairs, while providing a student perspective on college life
- Assist with OA trip wrap-up including: reconciling trip finances and cleaning and inventorying gear
- Help facilitate orientation session debriefs about campus life for new students and encouraging participant feedback

**c. Knowledge, Skills, and Abilities**

- All Pitzer students who are in good academic and student conduct standing.
- Interested in students in transition and the new student experience.
- Well-acquainted with academic and cocurricular life
- Effective communication skills with peers
- Aspire to be a strong leader on behalf of Pitzer College
- Ability to abide by and uphold all Pitzer policies, protocols, and procedures.
- Ability to provide support where appropriate, ask for guidance when needed, and connect to resources due to the difficult situations which may be presented throughout the course of the position.
- Ability to carry out responsibilities to ensure that Pitzer complies with its legal obligations to prevent illegal discrimination and harassment. OA Trip Leaders must report information promptly to Campus Life staff if they suspect that harassment or discrimination is taking place or has occurred. Training in these areas will be provided.

**d. Learning Goals**

- Apply training to the trip experience, including emergency preparedness and community-building skills. (Critical Thinking/Problem Solving)
- Communicate effectively with Co-Leaders, trip participants, and Campus Life staff. (Oral/Written Communication)
- Successfully work with and contribute to a team environment. (Teamwork/Collaboration)
- Support the needs of students in transition, the utilization of community resources, and the use of appropriate strategies of peer leadership. (Leadership)
- Support the goals of the New Student Orientation program through trip preparedness, follow-through, and accountability. (Professionalism/Work Ethic)
- Be able to transfer skills learned and used to future roles; through evaluation be able to understand areas of growth. (Career Management)
- Carry out program itineraries that demonstrate sensitivity to and understanding of individuals' differences and unique needs; foster inclusive experiences for new students and leaders. (Global/Intercultural Fluency)

**e. Physical Requirements**

- Working Environment: Work is performed in both indoor and outdoor settings. Indoor settings have moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Outdoor settings have varying noise levels

and temperature conditions depending on the trip, and no direct exposure to hazardous physical substances.

- **Physical Requirements:** This is generally an active position. Must be able to do the following including the items listed in the table below:
  - Have mobility for prolonged periods of time;
  - Apply elements of emergency preparedness training;
  - Communicate with others by email, in person, and over the telephone;
  - Read printed materials and a computer screen;
  - Assist with the set-up and teardown of event tables, signage and other materials;
  - Lift up to 15 pounds from the ground to waist level without assistance;
  - Reach out, over shoulder and overhead, grasp, pull, push, stoop, bend, and twist;
  - Have the stamina to work in a fast-paced work environment.
  - **Key (based on typical week):**

**N** = Never    **R** = Rarely    **O** = Occasionally (1%-33% of time)    **F** = Frequently (34%-66% of time)    **C** = Constantly (66%+ of time)

ACTIVITY	FREQUENCY					ACTIVITY	FREQUENCY				
<i>Lifting/Carrying</i>	N	R	O	F	C	<i>Pushing/Pulling</i>	N	R	O	F	C
Under 10 pounds				x		Under 10 pounds			x		
11-20 pounds			x			11-20 pounds			x		
21-50 pounds		x				21-50 pounds		x			
<i>Twisting/Turning</i>	N	R	O	F	C	<i>Driving</i>	N	R	O	F	C
Sit				x		Electric Cart (not street legal)	x				
Stand			x			Vehicle, Automatic Transmission			x		
Walk: Normal Surfaces				x		Vehicle, Standard Transmission	x				
Walk: Uneven Surfaces			x								
Walk: Slippery Surfaces		x				<i>Other</i>	N	R	O	F	C
Reach over shoulder		x				Keyboard and/or Ten-Key			x		
Reach over head			x			Fingering (fine dexterity)			x		
Reach outward			x			Handling (grasping, holding)			x		
Climb		x				Repetitive Motion: Hands		x			
Crawl		x				Repetitive Motion: Feet		x			
Kneel		x									
Squat		x									

#### **IV. GENERAL INFORMATION**

- a. Performance Expectations:** OA Trip Leaders are expected to comply with all requirements listed above, as well as with the provisions of Pitzer’s Code of Student Conduct, and may be removed from their voluntary position at any time for failure to do so.
- b. Essential Functions:** This position description defines the essential or fundamental duties of the volunteer position. It is assumed that volunteers appointed for this position can perform the essential functions of this role without imposing risk of substantial harm to the health or safety of themselves or others. It may also include marginal functions, generally defined within Title I of the Americans with Disabilities Act. This position description has been designed to indicate the general nature and level of work performed by volunteers within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of volunteers assigned to this position. When duties and responsibilities change and develop, Pitzer College will review this position description and make changes of business necessity.

c. **Classifications**

- FLSA Exemption Status : **Non-Exempt**
- CSA (Campus Security Authority) Reporter: Employees responsible for reporting crimes that are disclosed to them, so that crime statistics reporting is as accurate as possible - **Yes**
- FERPA (Federal Educational Rights and Privacy Act): Employees with access to student records and information must adhere to the privacy protection requirements under FERPA, which restricts what student information may be disclosed and to whom - **Yes**